



MASSACHUSETTS COMMISSION ON  
LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND  
QUESTIONING YOUTH

*Working for a Commonwealth where all youth thrive*



## Internship Description Winter-Spring 2014

**The Massachusetts Commission on Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Youth** is established by law as an independent agency of the Commonwealth with one core mission: to recommend and advocate to all branches of state government effective policies, programs, and resources for LGBTQ youth to thrive.

As a primarily volunteer agency, the Commission is seeking a motivated intern to assist with daily operations and special projects. This is an ideal opportunity for undergraduate students interested in exploring state government and making a difference for LGBTQ youth while gaining experience in communications, community outreach, policy, or event planning.

### Position Summary

Interns will work with Commission members and state and community partners to increase understanding of and engagement with the Commission's work on LGBTQ youth issues in Massachusetts.

Responsibilities vary but may include:

- Conducting outreach for the Commission at community events and managing a community events calendar
- Organizing event logistics and designing promotional materials
- Scheduling and attending meetings with Commission members, community partners, and state agency and legislative staff
- Researching and publicizing anti-bullying resources
- Updating Commission website and creating new web content
- Managing the Commission's social media, writing newsletter content, and updating contact lists
- Other projects as requested

### Qualifications

- Excellent organizational and communication skills
- Ability to work independently and to manage deadlines
- Strong attention to detail and follow through
- Familiarity with Microsoft Office Suite
- Interest in working on LGBTQ youth issues
- Experience with HTML, web or graphic design, event planning, or social media a plus

### To Apply

Email a cover letter and resume to Commission Coordinator Hannah Hussey at [hannah.hussey@state.ma.us](mailto:hannah.hussey@state.ma.us). Applications are accepted on a rolling basis, with priority given to those received by January 5.

Interns are encouraged to seek course credit or outside funding. Stipends may be available contingent on availability of resources.

**Estimated Start Date:** January 21

**Estimated Hours:** Approximately 10-15 hours per week.

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